

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Participant's Name]
[Participant's Address]
[City, State, Zip Code]

Dear [Participant's Name],

Subject: Notification of Participation in UFC Fight

We are pleased to inform you that you have been selected to participate in the upcoming UFC event scheduled for [Date] at [Venue]. This matchup will be a significant event, and we are excited about your involvement. Details of the fight are as follows:

- Opponent: [Opponent's Name]
- Date: [Event Date]
- Time: [Event Time]
- Venue: [Venue Name & Address]
- Weight Class: [Weight Class]

Please confirm your acceptance of this fight by [Confirmation Deadline]. Additionally, you are required to attend a pre-fight meeting on [Date/Time] for further details and coordination.

Should you have any questions or require additional information, please do not hesitate to reach out to us.

We look forward to your confirmation and to a thrilling fight!

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]